

**TASK FORCE ON TRIAL COURT EMPLOYEES
POLICY ON PUBLIC DISSEMINATION OF DOCUMENTS
Adopted October 21, 1998.**

A. LIMITED COPIES OF DOCUMENTS DISTRIBUTED AT MEETINGS WILL BE AVAILABLE TO THE PUBLIC:

- Educational presentations used during task force meetings.
- Meeting agendas.
- “Preliminary Draft Working Documents” that have not been thoroughly reviewed, revised, and specifically approved by the task force for public dissemination.

NOTE: Materials for or from executive session will not be publicly distributed.

B. POSTED TO WEB SITE: (Documents will be posted, as revised, as soon as possible.)

- “Draft Working Documents” that have been thoroughly reviewed, revised, and specifically approved by the task for public dissemination.
- Meeting agendas.
- Meeting minutes, when adopted by task force members.
- Other updates and general information.

C. ADOPTION PROCEDURE FOR POSTING TO WEB SITE OF “DRAFT WORKING DOCUMENTS” WILL BE AS FOLLOWS:

1. The document must be reviewed and discussed by members.
2. A member of the task force must make a motion to specifically approve the “draft working document” for posting to Web site.
3. If there is consensus among the task force members to disseminate the document, the document is approved for posting to the Web site.
4. If the task force members reach no consensus, a majority vote must be obtained for approval to post the document to the Web site.
5. If a majority vote is obtained among the task force members for approval of the document, the document is approved for posting to the Web site.
6. Documents approved for posting to Web site will be identified with a notice advising the public that the document is a draft working document and subject to change, for example:

**“DRAFT WORKING DOCUMENT-SUBJECT TO CHANGE-
APPROVED BY TASK FORCE FOR POSTING TO THE WEB
SITE – (DATE APPROVED.)”**

DRAFT WORKING DOCUMENT - SUBJECT TO CHANGE - APPROVED BY
TASK FORCE FOR POSTING TO THE WEB SITE - October 21, 1998

<http://www2.courtinfo.ca.gov/tcemployees>